

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

JOB CODE: GSD28080

POSITION TITLE: DIRECTOR STUDENT SUPPORT SERVICES

POSITION LOCATION: Tucson Campus

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Responsible for the supervision of all assigned staff. The Director may delegate responsibility to other supervisory staff if they meet the criteria for supervision.

MINIMUM QUALIFICATIONS:

- Master's Degree in Education of the Blind/Visually Impaired or Deaf/Hard of Hearing or Bachelor's Degree in Blind/Visually Impaired or Deaf/Hard of Hearing and Master's Degree in Education with coursework in Educational Administration or Curriculum and Instruction;
- Three years experience as teacher of the Blind/Visually Impaired or Deaf/Hard of Hearing
- Two years as a supervisor or administrator in a school for the Blind/Visually Impaired or Deaf/Hard of Hearing with experience in supervision/management, team leadership, budget administration and technology applications;
- Arizona Administrative Certification or eligible for Certification by the Arizona Department of Arizona (Must complete Arizona Principal Certification within two years of hire);
- Fluent in American Sign Language if a principal in a school for the Deaf/Hard of Hearing.

PREFERRED QUALIFICATIONS:

- Current Arizona K-12 Administrator's certification.
- Education Specialist or higher degree in Educational Administration in Special Education or Education of the Blind/Visually Impaired or Deaf/Hard of Hearing.
- Three years' experience as an administrator in a K-12 school for Blind/Visually Impaired or Deaf/Hard of Hearing.
- Five years experience as teacher of the Blind/Visually Impaired or Deaf/Hard of Hearing at a variety of levels.
- Demonstrated background in developing student specific interventions, curriculum, and instruction for Blind/Visually Impaired or Deaf/Hard of Hearing students.
- Fluent in American Sign Language.

MAJOR DUTIES AND RESPONSIBILITIES

The Director of Student Services provides direction, guidance, and vision for the Student Services Division by working collaboratively with key ASDB Administrators, Regional Cooperatives, and campus based program staff in coordinating services providing support to the instructional programs offered by ASDB on the site based programs as well as the program offered through the Cooperatives.

- 1 Coordinate and evaluate student support services programs including but not limited to student health center, residential programs, TAS, ESD and summer programs and interface these services with the educational programs of ASDB. Specific tasks by:
 - Coordinating residential services with Deans and Student Health Supervisor
 - Coordinating student health services with Student Health Supervisor
 - Overseeing non-instructional programs that impact students such as residential, SHC, TAS, etc.
 - Managing Student Support Services including but not limited to TAS, DeafBlind Project, ESD, SHC, Communication, OT&PT, and Case Managers.
 - Coordinating Communication, OT, and PT services with Communication Supervising Teacher for Tucson Campus educational programs
 - Coordinating and managing TAS services in support of Regional Cooperatives & Tucson Campus educational programs
 - Coordinating and managing DeafBlind Project services for Arizona
 - Coordinating and manages case managers serving Tucson Campus educational programs
 - Coordinating and managing case managers serving Tucson Campus educational programs
- 2 Supervise and provide guidance to the SSS supervisory and support staff in developing and implementing program goals by
 - Directing and supporting staff in developing and using methods of evaluating the effectiveness of evaluation, educational, residential, medical, and Deaf/Blind services
 - Providing leadership in building an effective team for all of the ISS programs
- 3 Direct and support staff in managing the Student Support Services budgets, including
 - Managing contracts
 - Managing grants
 - Managing operating budgets with ASDB finance department, in accordance with Federal and Arizona laws
- 4 Supervise, conduct, and provide guidance to the ISS supervisory and support staff with recruitment, interviews, and staff evaluations within ASDB policies by:
 - Directing and supporting staff in planning, budgeting, operating, and evaluating ISS programs;

- Directing and supporting staff in evaluating, securing, and using program materials and resources;
 - Providing staff mentoring
 - Performing staff evaluations as prescribed by ASDB Policy.
 - Recruiting and hiring ISS staff following ASDB policies
- 5 Communicate effectively with staff, students, and parents by
- Supporting staff in maintaining parent contact to increase continuity of student needs between the home environment and school for residence students
 - Communicating effectively with staff, students, parents, and the public
 - Participating in student staffing as appropriate.
 - Acting as an agency representative in contact with visitors and the public
- 6 Coordinate and plan in-service training and staff development regarding issues related to sensory impaired children by
- Planning, arranging, and conducting in-service opportunities for staff

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of educational principles and techniques relating to Blind/Visually Impaired, Deaf/Hard of Hearing or multiply disabled students in the areas of:
 - Curriculum
 - Instruction
 - Educational planning
 - Principles of effective school management
- Knowledge of Federal and State Education Laws including Special Education;
- Knowledge of programming needs of K-12 students;
- Knowledge of effective age-appropriate best practices for blind/visually impaired or deaf/hard of hearing and deaf multiply disabled students;
- Knowledge of tools and techniques for program and student evaluation;
- Knowledge and skill in effective supervision of employees;
- Knowledge of learning communities;
- Knowledge of best practices in staff development;
- Knowledge of how to lead staff, teach staff their duties, evaluate staff performance, conduct disciplinary actions with staff
- Knowledge of budget procedures
- Knowledge of Agency policies, regulations, procedures and practices as they apply to the immediate work unit
- Knowledge of appropriate safeguards for protecting frequent confidential data
- Knowledge of deaf, blind, Deaf/Blind, and/or multi-sensory impaired, related to educational strategies, including compensatory skills, accessing information for the sensory impaired, and behavioral issues
- Knowledge of child development ages five to 22 years of age

- Knowledge of basic computer programs used in administrative functions
- Knowledge of team building strategies
- Knowledge of Sign Language

Skills

- Skill in handling students discipline;
- Skill in facilitating group decision making;
- Skills and training as a school administrator
- Skills in budget planning
- Skills in personnel leadership
- Skills in independent judgment while working with minimal supervision
- Skills in effective communication with staff, students, and parents
- Excellent planning and organizational skills
- Excellent verbal and written communication skills
- Skills in identifying staff development needs and providing training to staff
- Skills in project/assignment management

Abilities

- Ability to establish and maintain good rapport with students, staff, parents and community members;
- Ability to make effective oral presentations to groups;
- Ability to communicate effectively in writing; knowledge of the IEP process;
- Ability to resolve conflicts;
- Ability to plan and organize.
- Ability to effectively supervise staff
- Ability to collaboratively interface health and residence services with educational programs
- Ability to evaluate support services and recommend improvements
- Ability to work collaboratively with ASDB agency wide educational programs
- Ability to write grants following OSEP RFPs guidelines
- Ability to communicate effectively with parents, community and other staff
- Ability to work with children at all age levels and variety of disabilities
- Ability to work flexible schedule, including evenings and weekends
- Ability to build teams to effectively work with students
- Ability to complete staff evaluations according to ASDB policy

Special Conditions:

- Ability to maintain and/or pass fingerprint clearance required to work in a school environment.
- Learn sign language if not currently fluent.

PAY PLAN: <u>Administrator/Contract</u>	GRADE: _____	FLSA: <u>Exempt</u>	DATE REVISED: <u>5/2008</u>
---	--------------	---------------------	-----------------------------